



Claremont Housing Authority

BOARD OF COMMISSIONERS MEETING MINUTES

Monday, August 20, 2018, 4:30 p.m.

Ball Room, 243 Broad St., Claremont, NH

Commissioners in Attendance:

Robin Butterfield Wendy Hodgdon
Liane Westcott Kathleen O'Brien
Michelle Aiken, Executive Director/Secretary
Absent: Judy Austin

Others in Attendance

14 members of the public

1. Roll Call, Quorum. Ms. Butterfield called the meeting to order at 4:35 p.m. Roll call was taken; 4 commissioners were present. A quorum was established, and the meeting convened.

2. Adopt Agenda. Ms. Westcott moved to approve the agenda; seconded by Ms. Hogdon. **Motion carried.**

3. Public Comment. Ms. Tessie Kostandin addressed the board advising that the tenants association is need of an audit on their books and she would like to know where that is. Ms. Aiken advised her that she has been unable to find someone who is willing to do the audit. Our previous accountant retired and we have been unable to find someone to replace her. A couple suggestions were made and Ms. Aiken advised she would keep trying. Ms. Kostandin also asked to have the MLPTA added back onto the agenda because from time to time they have information to present to the board, for some reason it has been removed.

Ms. Penny Williams addressed the board and thanked everyone for the trip to Hampton, they had a really good time.

Ms. Virginia Stowell addressed the board regarding her concerns and being told that she was bringing items to the Boards attention because she didn't like Ms. Aiken, she advised the items she was addressing were very important to the building and were not because of Ms. Aiken.

Ms. Gina Bonafede addressed the board and wanted to thank all the staff for being on top of everything in the building.

4. Approval of the minutes of the previous meeting (May 21, 2018). Ms. O'Brien advised that she had some changes on the minutes. Ms. Aiken asked her to please bring those to her ahead of time so that the Boards time is not wasted. Ms. O'Brien asked for several changes to the minutes and Ms. Aiken asked her again to please bring them to the office in writing prior to the next meeting. Ms. Hodgdon made a motion to accept the minutes from the July 30, 2018 meeting with changes as discussed; seconded by Ms. Westcott. **Motion carried.**

5. Treasurer's Report: Ms. Aiken apologized for the delay in getting the comparative budget to everyone. Ms. O'Brian had questions on the report that were answered. She also asked what was spent

for money in the Ball Fund this month since the balance went down quite a bit. Ms. Aiken advised that they just went on the trip to Hampton Beach.

Motion was made by Ms. Hodgdon to approve the Treasurers report; seconded by Ms. Westcott.

Motion carried.

6. Executive Director's Report Ms. Aiken advised that the Gazebo has been delivered and Wednesday the cement slab will be poured and electric ports set up to it and we have someone who is going to come and build the gazebo.

Ms. Aiken advised that the Security Deposit paperwork was here for everyone to sign and she knows that Ms. O'Brien wanted to revisit the discussion. Ms. O'Brien advised that in the By-Laws it says that all accounts will require two signatures and she doesn't feel that we are allowed to change it. Ms. Aiken advised that the By-Laws are a guideline and the Board should make decisions that are the best for the program. If there is a majority vote to approve a change like this then it is not going against the By-Laws. It was noted that in the By-Laws an amendment could be made with a majority vote, but you would need to wait 7 days before a vote. Ms. Aiken advised that we are in the process of updating the By-Laws and if it makes the Board feel more comfortable we could wait one more month and include that in the new By-Laws. Everyone was in agreement of holding off on changing the Security Deposit account.

Ms. Aiken advised that she is waiting for the budget information to come from the accountant, he is on vacation but should be back on the 28th. She is hoping to get it out to everyone to review prior to the meeting so that we don't have to spend a lot of time on it. She encouraged any questions to be brought to her prior to the meeting so that she has time to ask the accountant questions and not delay the process. A motion was made to approve the Executive Directors report by Ms. Westcott; seconded by Ms. Hodgdon.

Motion carried.

7. Housing Choice Voucher / Section 8 Program Report – Ms. Aiken reviewed the Section 8 report and advised that we are at 121 vouchers and we lost a few people from the program this month but knows that we have people coming on the program. Motion was made by Ms. Hodgdon; seconded by Ms. Westcott.

8. Marion L. Phillips Report. Ms. Aiken presented the Marion L. Phillips report and advised we are at 100% occupancy. As she advised earlier the tenants went on a trip to Hampton Beach and we gave everyone \$10 for spending money for lunch, there were about 25 people who went on the trip.

Ms. O'Brien advised that she was the new president of the MLPTA and that they decided not to have a meeting in August but were planning on having one in September and were looking for volunteers for activities. Ms. Hodgdon moved to accept the Marion L. Phillips Report; seconded by Ms. Westcott.

Motion carried.

9. Committee Reports. There were no committee reports.

10. Old Business. Ms. O'Brien again brought up the washers and that she knows that having an outside company come in is expensive but she feels it would be worth it to have all the washers running. She also inquired about one of the line items that noted that the laundry income was around \$11,000. Ms. Aiken advised her that we do not make money on the laundry; that line item is miscellaneous items such as dump fees, lock outs and laundry money. We charge a minimal amount for laundry, and it costs

money to repair them, run the water and electricity, etc. Ms. Aiken advised she would find out the exact cost and let the board know for the next meeting.

11. Unfinished Business. Ms. O'Brien wanted to address Ms. Averys comments at the last meeting and felt that the entire board should review his letter and look into the allegations. Ms. Aiken advised that all the issues had been gone over with our representative from HUD and Ms. Butterfield. Ms. Butterfield was specifically asked to deal with it by Robin Gagnon of HUD and everyone felt the issue was at rest. It was agreed that everyone would take a look at it as an entire board. Ms. Aiken will give everyone a copy of the letter.

12. New Business. There was no new business.

Adjournment –Ms. Westcott motioned to adjourn the meeting and seconded by Ms. Hodgdon. The meeting was adjourned at 5:35 p.m.

Next meeting: September 17, 2018

Respectfully submitted, Michelle Aiken, Secretary